

23 November 1959

MEMORANDUM FOR: Chief, Document Division, CR

SUBJECT: Procurement of Intelligence Publications

REFERENCE: Memorandum to AD/CR from CIA Librarian dated
13 December 1957, Subject: Clarification of
OCR Responsibilities for the Procurement of
Intelligence Publications

1. Referenced memorandum assigned responsibilities for procurement of intelligence publications to the CIA Library and the Document Division of OCR.

2. Paragraph 2b (1) assigned to the Document Division responsibility for "Effecting changes in existing requirements for currently procured documentary series". The Library was to be responsible for procuring documentary series not currently being received on standard distribution.

3. This arrangement has led to confusion in the daily operations of the personnel involved in procuring this type of material. To clarify responsibilities in this area more fully, it is recommended that paragraph 2b (1) be changed to read:

"Servicing all document requests requiring continuing distribution (e.g. series, documents on which periodic amendments and supplements are issued, etc.)."

4. Servicing requests for back issues will be undertaken by the Document Division only when the back issues are requested in combination with future issues. The Library will continue to be responsible for checking all document requests to ascertain whether or not the requested document is already being received by the Agency. The request form will be annotated to show completion of the Library record check including Standard Distribution.

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5. Since we have already agreed on this proposal in principle, would you indicate your concurrence in the space provided.

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CIA Librarian

Concur:

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 Chief, Document Division, CR